



Libin Cardiovascular Institute (LCI)

Research Equipment Competition

Terms of Reference

DESCRIPTION

The LCI Research Equipment Competition is intended to enhance existing or proposed research activities, external funding prospects, and advance our research programs by supporting the purchase of necessary equipment. Priority will be given to applications that constitute a shared resource and align with the LCI strategic research priorities. For example, an application for a shared resource would involve a principal applicant with multiple co-applicants and would ultimately be used by multiple stakeholders.

- Requests less than \$5,000 will be managed by the Libin Institute's Operations Office, in consultation with the LCI's Deputy Director and the LCI Research Committee.
- Requests \$5,000 or greater will require at least 25% matching funds committed by the PI(s) at the time of application. These requests will require approval, with decisions being made by the Deputy Director in consultation with the LCI Leadership Team and/or the LCI Research Committee.

The maximum amount per request will be limited to \$25,000, however, under special circumstances, greater amounts may be considered. It is also required that at least 25% of matching funds be committed at the time of application.

ELIGIBILITY

Eligible expenses include:

- Research equipment including shipping/delivery and/or custom/brokerage charges.
- Training for equipment.
- Software and licenses required to operate new equipment.

Ineligible expenses include:

- Service contracts
- Insurance
- Operating costs
- Consumables
- Office furniture
- Office computers and peripherals
- Construction/renovation
- Equipment that is not located within the LCI organization

Please note:

- Primary investigator and the majority of collaborators must be primary members of LCI.
- In the event where there is significant involvement with members from other institutes, shared funding may be considered with other institutes.
- It is permissible to submit more than one application per investigator. An investigator can be a co-investigator on more than one application.
- All applications will be reviewed on a competitive basis.
- Equipment must be housed within the footprint of the LCI.
- Equipment used for clinical research purposes is eligible.
- If the budget for competitive applicants exceeds the available funds, budgets will be reassessed to fund the maximum number of competitive applications.

- Applicants should have other funds on hand to cover operating costs or any other costs associated with the equipment.
- Recipients must acknowledge the support of the LCI in all scientific communications and press releases related to their award. To facilitate the implementation of LCI's program for knowledge transfer and exchange, we request that LCI be notified in advance of the publication date of any major publications and/or press releases arising from research funded by LCI.

APPLICATION

A complete application consists of the following:

1. A completed Research Equipment Competition [application form](#), signed by the Principal Investigator and Co-Applicants. Please only include co-applicants that can be justified as collaborators and/or directly utilizing the equipment in the next 1 to 3 years.
2. A letter, not exceeding 2 pages, single spaced, outlining the following:
 - a. **Justification:**
 - Describe how the proposed equipment will enhance the research capabilities and research profile of the investigator(s).
 - Clearly explain what will be achieved with the equipment.
 - Does the equipment support research that is currently peer review funded?
 - How will the equipment enhance external funding success?
 - b. **Interdisciplinary and strategic focus:**
 - Describe any collaborative or multi-user arrangements that are proposed and how the equipment will align with LCI's research priorities.
 - c. **Equipment to be purchased and funds requested:**
 - Include a description of the equipment to be purchased and funds requested. Please specify if the request is for new equipment or to replace or upgrade failing or obsolete equipment.
 - Describe any funding contribution to the equipment.
 - Additionally, please describe the operating costs and any other costs associated with the equipment and the plan to cover such costs.
 - Indicate where equipment will be located.
 - Indicate commitment and source of funds to cover 25% of the total cost to acquire the requested equipment.
3. A quote with specifications from at least one vendor outlining the details of equipment and price, dated within 30 days of the competition deadline. For equipment costing more than \$25,000, please provide the appropriate number of quotes based on the University of Calgary's [Supply Chain Management Purchasing Policy](#) (see section on "Bidding Process"). For equipment that can be purchased from only one supplier, please ensure that a Sole/Single Source Justification Form is complete prior to the purchase process.

TIMELINES

The deadline date for submissions is **October 15th at 5:00 PM**. Applications are to be completed on the application portal, including uploading all supporting documents.

AWARD PROCESS

1. Purchase and payment for awarded items must be completed within 3 months of the award notice. If this timeline is not possible due to the vendor and/or the equipment you are ordering, please advise the LCI Operations Office (libin@ucalgary.ca) as soon as possible.
2. If awarded, the equipment should be purchased prior to receiving the institutional reimbursement amount awarded. Equipment should be purchased on a Research & Trust project (Fund 60). The institutional portion will be transferred into the project account from which the original purchase was made from after proof of purchase is provided to the LCI Office. Proof of purchase includes a copy of the final quote and competitive bid quotes (if applicable), the purchase order, the invoice and the accounting reports reflecting payment. The University of Calgary's competitive bid policy applies for any purchase over \$25,000. For equipment that can be purchased from only one supplier, please ensure that a Sole/Single Source Justification Form has been completed. Please consult the University of Calgary [Supply Chain Management Purchasing Policy](#) for further details.
 - When the actual purchase amount is less than the awarded amount, only costs directly related to the equipment purchase can be applied to the difference. Conversely, if the actual purchase amount exceeds the awarded amount, the applicant is responsible for covering the overage.
3. If awarded, only the equipment in the application is eligible for institutional reimbursement. Any changes in the equipment applied for requires approval from LCI Operations Office and/or Research Committee before being considered eligible for institutional support. Please send your request to libin@ucalgary.ca.

EVALUATION CRITERIA AND PROCESS

Proposal Evaluation Process

Applications will be adjudicated by an Equipment Adjudication Committee (EAC) consisting of members without direct conflict of interest to the competition process. The EAC will review the proposals and make recommendations for funding. EAC members must declare any conflicts of interest prior to the committee adjudication process, and as needed, will be replaced by a non-partisan representative. The proposed evaluation process for the LCI Research Equipment Competition will be similar to the approach used at CIHR. It is outlined below.

The Committee reserves the right to consult with external reviewers if needed. Partial awards may be offered in some cases.

Detailed Evaluation Process (Proposed)

1. Committee chair and secretary will assign the role of primary and secondary reviewer to the EAC members. Assignment will be mindful of content knowledge and of avoiding major conflicts of interest.
2. Committee secretary will collate the applications and will send them to each of the committee members 1 to 2 weeks prior to the review meeting.
3. Committee members will review all applications. Written assessments using the LCI Equipment Competition Rating Form will be completed by the primary and secondary reviewers. A scale of 0 to 5.0 will be used to rate all applications with 5.0 being the highest possible rating. Ratings are assigned qualitative descriptors according to the table below to help guide reviewers in their rating of applications.

Descriptor	Range	Outcome
Outstanding	4.5 – 4.9	May be Funded
Excellent	4.0 – 4.4	
Very Good	3.5 – 3.9	
Acceptable	3.0 – 3.4	Not Fundable
Needs Revision	0.0 – 2.9	

4. Once applications are reviewed and ranked, the average rating will then be used to generate a rank ordered list of applications and the funding decisions will be based on this list.
5. The final decision is made by the Research Director in consultations with the Libin Leadership team.
 - Applications will be funded, in rank order, until all available funding is exhausted.

Evaluation Criteria

The committee will evaluate applications based on:

Merit of program to be supported and the potential impact	<ul style="list-style-type: none"> • Enhances the research capabilities and profile of the investigator(s). • Supports research that is currently peer reviewed funded. • Enhances investigator's ability to attract peer reviewed funding. • Addresses a strategic priority of the LCI. • Addresses a health outcome problem OR addresses a major block to research productivity. • Has a plan for describing outputs and effectiveness?
Need	<ul style="list-style-type: none"> • Facilitates research that is not possible with the present infrastructure. • Need to upgrade or replace obsolete or failed equipment. • Similar equipment is not available in vicinity.
Compatibility and Synergy	<ul style="list-style-type: none"> • Equipment realistically enhances the research endeavors of the co-applicants and other investigators. • Synergy with other equipment and/or research programs.
Funds Requested	<ul style="list-style-type: none"> • Provision of funding contribution. • The equipment requested is reasonable and represents 'good value for money.' • Realistic plans to cover the operating and maintenance costs of the equipment.

CONTACT

For questions or additional information, please contact libin@ucalgary.ca.

APPENDIX

Rating Form – Libin Cardiovascular Institute of Alberta (LCI) Research Equipment Competition

Applicant	
Application Title/ Equipment Requested	
Amount Requested	
Number of Users	

Evaluation Criteria	Provide rating and rationale for rating
Merit of program to be supported and the potential impact	<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Revision
<ul style="list-style-type: none"> Enhances the research capabilities and profile of the investigator(s). Supports research that is currently peer reviewed funded. Enhances investigator's ability to attract peer reviewed funding. 	
Need	<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Revision
<ul style="list-style-type: none"> Facilitates research that is not possible with the present infrastructure. Need to upgrade or replace obsolete or failed equipment. Similar equipment is not available in vicinity. 	
Compatibility and Synergy	<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Revision
<ul style="list-style-type: none"> Equipment realistically enhances the research endeavors of the co-applicants and other investigators. Equipment supports an Institute Core Facility. Synergy with other equipment and/or research programs. 	
Funding Requested	<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Revision
<ul style="list-style-type: none"> Provision of funding contribution. The equipment requested is reasonable and represents 'good value for money.' Realistic plans to cover the operating and maintenance costs of the equipment. 	
Other Comments (e.g., special circumstance)	
Overall Impression/Priority:	Rating (out of 5):
Recommendation:	